

Section One: Capacity Response Items

1.A. Management of Contract Costs (Required)

Summary

In recognition of potential financial challenges, additional funding is being made available to W-2 agencies.

Completion of the Section Two Program Response Items first will enable agencies to incorporate planned program changes in the Capacity Response Items

The Department has addressed the rapid workforce connection model in its recent Administrator's Memos. In light of the potential for increased funding and the recent statements of policy priorities, modifications to the Capacity Plan, including an updated Cost Plan, are required, if additional funding is requested. In order to formulate your agency's response to the new Response Items below, your agency should review the following portions of Section One of your current W-2 Plan:

- 1.3 *Organizational Description and Structure*
- 1.6 *Staff Structure*
- 1.7 *Geographic Locations/Sites of Services*
- 1.8 *Purchase of Service and/or Subcontracts*
- 1.9 *Quality Assurance/Improvement Monitoring*
- 1.13 *Coordination and Collaboration*

Response Items

- 1.A.1. Complete the attached Plan Modification Cost Plan document. (See Attachment A.) (This document replaces the Cost Proposal form that was used in the W-2 RFP and RFS Instructions for 2004-2005.) The agency must complete the form for both the requested funding and for the new contract total. (See Attachment C.)

This form requires more detail than has previously been requested. The intent is to have agencies link more closely their program operations and expenditures.

- 1.A.2. Describe, in accordance with completion of your agency's New Total Base Contract Cost Plan, your agency's plan for staying within its total contract allocation. Include specifics on any planned efficiency in administration costs (such as staffing changes or consortium formation), and any changes in service delivery. Include your plans for coordination and/or expansion of coordination with other local employment and training resources.
- 1.A.3. Describe how your agency will use its Related Programs funding, such as Job Access Loan and Food Stamp Employment and Training, to ensure services are provided while managing W-2 Program costs.
- 1.A.4. Specify interim timelines for targets, in accordance with your Plan Modification (such as for staff reductions, for collaboration or coordination efforts, or for consortium formation).
- 1.A.5. Describe other positive outcomes.